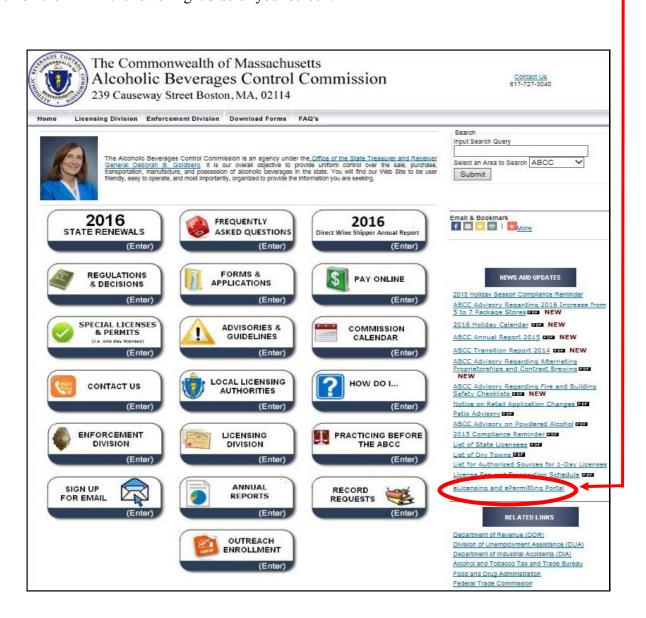
NOTE: Your account will lock after five (5) failed attempts to log in within a one hour period. To unlock your account, you must call the ePLACE helpdesk at 844-733-7522 during normal business hours (M-F 8:30—5:00, excluding state holidays).

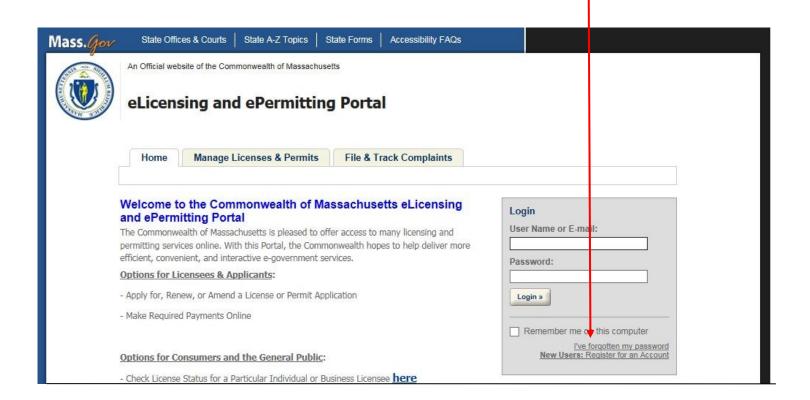
1. Accessing the Portal:

There are several ways to navigate to the ePLACE portal. To go there directly, please click <u>here</u>. Alternatively, you can navigate to the portal through our website: <u>www.mass.gov/abcc</u>. From there, you can click on the link in the lower right side of your screen.



2. Forgot Password:

Once you arrive at the ePLACE home page, you will see a message welcoming you to the ePLACE Portal. If you have forgotten your password, a new one can be sent to you. Click the **I've forgotten my password** link on the Login screen.



3. Enter your Email Address:

A popup box will appear. Enter the email address you used during registration and click Continue.

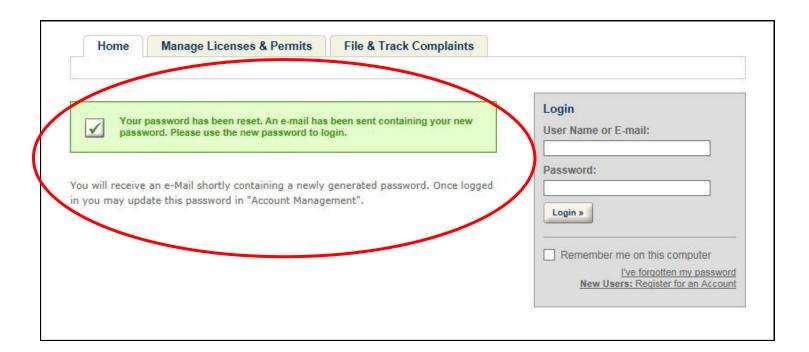


4. Security Validation:

You will be asked to answer the security question you originally answered when you registered for an account.

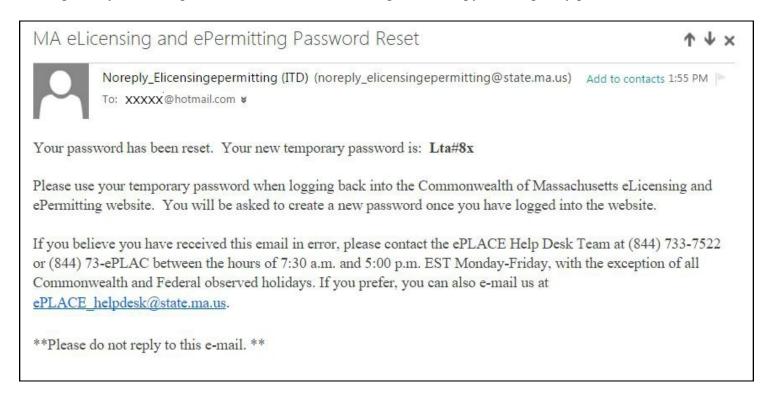


Click Send New Password. You will receive the following messages:



5. Emailed Password:

Navigate to your email provider and locate the following email. Copy the temporary password.



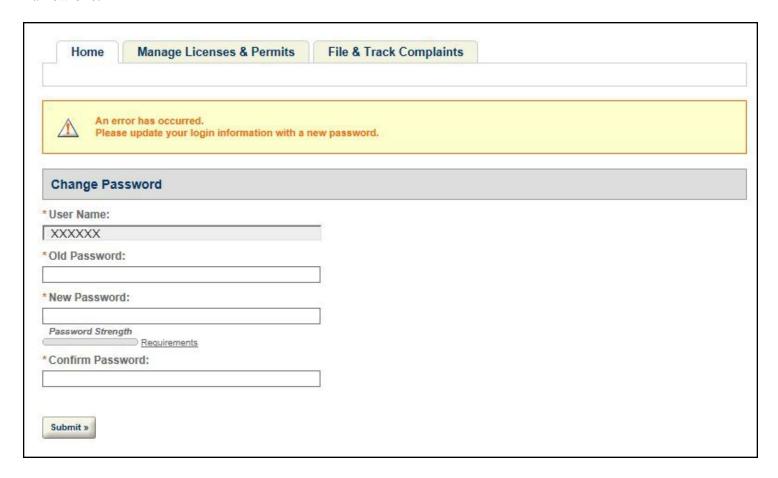
6. Log In with Temporary Password:

Return to the ePLACE portal and log in using your temporary password.

Home	Manage Licenses & Permits	File & Track Complaints	
	password has been reset. An e-mail has word. Please use the new password to lo		Login User Name or E-mail: XXXXX @hotmail.com
u will receive an e-Mail shortly containing a newly generated password. Once logged you may update this password in "Account Management".		Password: Login »	
			Remember me on this computer 've forgotten my passwor New Users: Register for an Account

7. Reset Password:

After logging in with your temporary password, you will receive an error message be prompting you to create a new one.



Your original **User Name** will be completed for you, and is not editable from this screen. You should use the temporary password that was sent to you as the **Old Password** and then create a **New Password** containing the following:

- A minimum of 8 characters
- At least 1 upper-case letter
- At least 1 number
- At least 1 special character
- User ID cannot be part of the password.
- Cannot be any of your previous 15 password(s)
- Cannot be a password that you have used previously

Confirm Password by retyping it, then click Submit.

8. Congratulations

Once you see the ePLACE welcome screen, your password has been successfully changed and you are logged into the portal.